

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

ANNUAL RETAIL TRADE REPORT 2003



FORM
SA-44A
(9-9-2003)

DUE DATE →

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

RETURN COMPLETED TO
→ U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001
FAX 1-800-447-4613

**Any questions call
1-800-772-7851 weekdays,
8:30 a.m. to 5:00 p.m. EST**

PROMPT RETURN WILL RESULT IN
CONSIDERABLE SAVINGS TO YOUR
GOVERNMENT.

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

GENERAL INSTRUCTIONS

Please read all instructions and complete all items in this report. If book figures are not available, carefully prepared estimates, labeled "Est." are acceptable.

This report should cover ALL retail establishments whose payroll was reported on the Employer's Quarterly Federal Tax Return, Treasury Form 941, **under the Employer Identification Number (EIN)** shown in the address label (or as corrected in item 1A).

Data for auxiliary facilities operated under this EIN primarily engaged in furnishing supporting services to your retail establishments (such as warehouses, garages, central administrative offices, and repair services), should also be included in this report.

Data for retail establishments operated by other firms, such as franchises, should be excluded from this report.

For those establishments acquired or sold during 2003, only include data for the period they were operated by your firm.

Leased departments and concessions

- 1. Include** in all items of this report, retail leased departments and concessions operated by this firm in establishments of others (e.g., shoe departments in department stores, prescription counters in food stores, gift shops in hotels, concession operations in sports stadiums) which report payroll under this firm's current EIN shown in the address label (or as corrected in item 1A).
- 2. Exclude** from all items of this report, departments and concessions operated by other firms in your retail stores.

SPECIAL INSTRUCTIONS

Item 1A FEDERAL EMPLOYER IDENTIFICATION NUMBER

Does your firm currently report payroll under the EIN shown in the address label?

020 1 YES — Go to item 1B →

2 NO

- (1) Enter your present EIN
- (2) When did you start reporting payroll under this EIN?

021									
-									
Month 022							Year		

Item 1B NUMBER OF RETAIL ESTABLISHMENTS

Enter the total number of retail establishments, including departments and concessions, covered by this report as of December 31, 2003. →

Number as of December 31, 2003
110

Item 2A TOTAL SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 2003

See instruction sheet for detailed directions.

Book figures for the calendar year 2003 should be reported in items 2Aa through 2Ac below. If book figures for the calendar year are not available, carefully prepared estimates for the calendar year are preferable to book figures covering another period.

a. Sales of merchandise and other receipts for all retail establishments, departments, and concessions. _____

NOTE — Include excise taxes on sales of items such as gasoline, liquor, and tobacco. Include e-commerce sales.

Do not include in item 2Aa receipts collected from customers for carrying charges or other charges for credit or sales taxes which were forwarded directly to taxing authorities.

b. Did your firm collect sales taxes which were forwarded directly to taxing authorities?

NOTE — Do not include excise taxes reported in item 2Aa.

120 1 YES — Report the amount of such taxes collected. _____

2 NO

c. **TOTAL sales of merchandise and other operating receipts including sales taxes collected and forwarded directly to taxing authorities —**

Sum of items 2Aa and 2Ab _____

2003			
Bil.	Mil.	Thou.	Dol.
100			
\$			
102			
\$			
103			
\$			

Item 2B E-COMMERCE SALES OF MERCHANDISE AND OTHER OPERATING RECEIPTS FOR 2003

E-commerce sales and other operating receipts are sales of goods and services, where an order is placed by the buyer or price and terms of the sale are negotiated over an Internet, extranet, EDI network, electronic mail, or other online system. Payment may or may not be made online.

a. Did your firm have e-commerce sales during 2003?

130 1 YES 2 NO — **SKIP to item 2C**

b. E-commerce sales by your firm for 2003. (Include e-commerce sales in item 2Aa. Exclude sales taxes.) _____

2003			
Bil.	Mil.	Thou.	Dol.
113			
\$			

Item 2C SALES REPORT PERIOD

a. Do the data reported in items 2A and 2B represent the calendar year (January 1 through December 31) for 2003?

121 1 YES — Go to item 3

2 NO — Enter the period that the data represent. _____

From	Month	Day	Year
	104		
To	105		

Item 3 MERCHANDISE INVENTORIES (December 31) — See instruction sheet for detailed directions.

Report **cost value** of all merchandise. **Cost figures for December 31** should be reported in items 3a through 3c. If book figures are not available, carefully prepared estimates of inventories for December 31 are preferable to book figures representing another date. **For inventories at LIFO cost, report the LIFO amount plus the LIFO reserve.**

Complete each item; enter "0" if none.

a. Merchandise in retail store(s), departments, and concessions

b. Merchandise in warehouses, offices, or in transit for distribution to your retail outlet(s), including merchandise to be distributed to retail departments and concessions operated by your firm in other establishments

c. **TOTAL merchandise inventories —**
Sum of items 3a and 3b _____

d. Are the data reported in items 3a through 3c for December 31?

220 1 YES — Go to item 4

2 NO — Enter the date that the data represent. _____

Merchandise inventories at cost value							
2003				2002			
Bil.	Mil.	Thou.	Dol.	Bil.	Mil.	Thou.	Dol.
201				251			
\$				\$			
202				252			
\$				\$			
200				250			
\$				\$			
203				253			
Month	Day	Year		Month	Day	Year	

Item 4 INVENTORY VALUATION METHOD — See instruction sheet for detailed directions.

a. Were any of the inventories reported in item 3 above valued using the Last-In, First-Out (LIFO) and/or LIFO Retail Method of inventory valuation?

305 1 YES 2 NO — **SKIP to item 5**

b. Amount of inventories in item 3c subject to LIFO — Exclude LIFO reserve.

c. Amount of LIFO Reserve — The LIFO Reserve is the DIFFERENCE between a given physical stock valued on a non-LIFO basis, for example, First-In, First-Out (FIFO), and that same physical stock valued at LIFO (i.e., non-LIFO value MINUS LIFO value)

d. Amount of total inventories subject to LIFO —
Sum of items 4a and 4b _____

e. Amount of total inventories in item 3c which was not subject to LIFO

2003				2002			
Bil.	Mil.	Thou.	Dol.	Bil.	Mil.	Thou.	Dol.
300				350			
\$				\$			
301				351			
\$				\$			
302				352			
\$				\$			
303				353			
\$				\$			

NOTE — The sum of lines 4d and 4e should equal item 3c.

Item 5 PURCHASES OF MERCHANDISE (AT COST)

Purchases at cost value

See instruction sheet for detailed directions.

2003			
Bil.	Mil.	Thou.	Dol.
400			
\$			

- a. Report total cost of merchandise purchased for resale (net of returns, allowances, and trade and cash discounts), for which you took title during 2003 whether or not payment was made during the year. Exclude expenditures for supplies, equipment, and parts purchased for your company's own use. →
- b. Were any of the goods purchased for resale in item 5a ordered over an Internet, extranet, EDI, or other online system?
 405 1 YES 2 NO 3 DON'T KNOW

REMARKS

962

CENSUS USE
961

Public reporting burden for this collection of information is estimated to average 24 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0013, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0013" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

Item 6 CERTIFICATION — This report is substantially accurate and has been prepared in accordance with instructions.

Name and e-mail address of person to contact regarding this report – Print or type 950	Address — Number and street, city, State, ZIP Code 951	954 Telephone		
		Area code	Number	Extension
Signature of authorized person	Title 952	Date 953	955 Fax number	
			Area code	Number
			956 Internet address (firm's homepage)	
		http://		